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2020 Instructions for Download of Data Input Workbooks (for Audits on or after June 30, 2020)

1. Access and save the data input workbook for your unit type
 - Data input workbooks can be accessed at the NC Treasurer's website from the "Submitting Your Audit" web page under *Audit Reports, Data Input Workbooks*
 - Select the data input workbook for your unit category from *Data Input Workbook*
 - Save the data input workbook to your computer as "Unit Name 2020 Data Input"
2. Complete the data input workbook
 - From the *Unit Data from Audit Worksheet* tab, click on the cell "D2" and select the unit name from the drop down list
 - Complete remainder of the worksheet using the final copy of the audit report
 - Email the completed Unit Data Input Workbook to your auditor
3. Following the *Instructions for Submission of Audit Reports for Review and Documents – 2020*, the auditor will submit to the LGC
 - Unit Data Input Workbook
 - Audit report
 - Audit transmittal document
 - Any auditor communications

NOTES:

- Auditors can complete the *Unit Data Input Workbook* for the client: however, if a fee is charged the contract must be amended if the contract total does not include this fee.
- The Excel file should not be printed and sent by mail or fax. It must be sent through the portal as an Excel file. It should not be converted to a PDF file.

For additional assistance please call (919) 814-4299